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Agenda for the February 2, 2006 CAA Meeting

Items approved: 06-08, COS 4835, Supervision in Organizations (New Course)
06-09, Career and Organizational Studies (Revised Program)
06-10, FCS 4440, Undergraduate Research (New Course)
06-11, INT 3073, Programmable Logic Controllers (New Course)
06-12, INT 4000, Undergraduate Research (New Course)
06-13, INT 4353, Print and Digital Media Production (Revised Course)
06-14, Industrial Technology, Automation and Control Concentration
(Revised Concentration)

Items Pending: 06-07R, General Education Faculty Survey on Critical Thinking
06-15, PLS 3233, International Terrorism (New Course)
06-16, Political Science (Revised Major)
06-17, Political Science with International Studies Option (Revised Option)

Council on Academic Affairs Minutes

February 2, 2006

The February 2, 2006 meeting of the Council on Academic Affairs was held at 2:02 p.m. Booth Library Conference Room 4440.

Members present: Dr. Bower, Dr. Carwell, Dr. Dietz, Ms. Dilworth, Ms. Frederick, Dr. French, Mr. Glenn, Mr. Marcy, Dr. Reid, Dr. Roszkowski, Ms. Sterling, Dr. Stowell, and Dr. Upadhyay.

Members absent: None.

Staff present: Dr. Lord, Dr. Herrington-Perry, and Ms. Fopay.

Guests present: Dr. Age, School of Technology; Dr. Guccione, School of Technology; Dr. Haile Mariam, Faculty Senate; Dr. Hawkins, School of Technology; Dr. Hogan, School of Technology; Dr. Hopgood, Academic Assessment & Testing; Dr. Wahby, School of Technology; and Ms. Zeigler, Academic Advising Center.

I. Approval of the January 19, 2006 Minutes.

The minutes of January 19, 2006 were approved as written.

II. Communications:

1. January 24, 2006 memorandum from Dean Rohn, CEPS, requesting executive action to revise the course prerequisites for ELE 3280, 3281, 4880, and MLE 4280, effective Fall 2006.
2. January 25, 2006 memorandum from Dean Hoadley, LCBAS, requesting executive action to designate MAR 4100 as writing-intensive, effective Spring 2006; revise the course prerequisites for ACC 3300, effective Summer 2006; and rename and change the dispersion of credit hours for FCS 2234, effective Fall 2006.
3. January 26, 2006 memorandum from Ms. Wendy Williamson, Director, Office of Study Abroad, requesting the variable credit hours for STA 3960 and 4275 be changed to 1 to 16 hours.
4. January 30, 2006 memorandum from Ms. Wendy Williamson, Director, Office of Study Abroad, requesting to delete EIU 3970 and revise the course descriptions and credit hours for STA 3960, 3961, 3962, 3970, 3990, and 4275.
5. Minutes from the January 20, 2006 College of Sciences Curriculum Committee meeting.
6. Watson-Glaser results for Fall 2005 from Dr. Debra Hopgood, Assistant Director of Academic Assessment & Testing. (Links: Watson-Glaser Analysis – Fall 2005 Analysis by Major, Honors Sections Only; Watson-Glaser Analysis – Fall 2005 Analysis by Major, All Sections.) *Dr. Debra Hopgood provided details and answered questions about the Watson-Glaser. In addition, she indicated that she plans to create a report that will breakdown the Watson-Glaser results by year, semester, major, and college.*

III. Committee Reports:

1. Dr. Carwell reported on the University Naming Committee.
2. Dr. Reid reported on the Committee for the Assessment of Student Learning (CASL) and the Writing Across the Curriculum Committee.

Dr. Reid announced upcoming events.

1. February 7, 2006 – Faculty Senate.
Dr. Reid is planning to attend that meeting to summarize the changes to General Education approved last fall and possibly field questions about grade appeals.
2. February 15, 2006 – Service Learning Web Seminar.
Ms. Frederick and Mr. Marcy plan to attend the event. Also, Dr. Reid and Dr. Bower will attend a portion of the seminar.
3. February 21, 2006 – Faculty Forum.
Dr. Reid indicated that the Writing Across the Curriculum Committee might talk to faculty about writing across the curriculum at the upcoming Faculty Forum.
4. February 23, 2006 – CASL workshop regarding using a rubric to assess group presentations and individual presentations.

IV. Items to be Added to the Agenda:

1. 06-15, PLS 3233, International Terrorism (New Course)
2. 06-16, Political Science (Revised Major)
3. 06-17, Political Science with International Studies Option (Revised Option)

Ms. Dilworth moved and Dr. French seconded the motion to add these items to the agenda.

III. Items Acted Upon:**1. 06-07, General Education Faculty Survey on Critical Thinking**

Dr. Hopgood, Chair of the CASL Critical Thinking Subcommittee, presented the survey and answered questions of the council. The council members requested revisions to survey questions three and four. Also, they recommended that pull-down menus be added to the online survey when it is created.

Dr. Hopgood will work with the CASL subcommittee to revise the document. She'll submit the revised document to CAA so that it can act upon at the next meeting.

Mr. Marcy left the meeting at 2:35 p.m.

2. 06-08, COS 4835, Supervision in Organizations (New Course)

Dr. Hawkins and Dr. Hogan presented the proposal and answered questions of the council.

Dr. Carwell moved and Ms. Dilworth seconded the motion to approve the proposal. The motion passed unanimously.

The proposal was approved, *effective Fall 2006*, pending CGS approval. **This course will replace COS 3500 which will be deleted.**

COS 4835. Supervision in Organizations. (3-0-3) F, S. Supervision. The study of the theories, principles, and practices of supervision in organizations, emphasizing how supervisors organize an effective work unit, initiate change, stimulate individual or group performance, and cope with workplace dynamics. WI

3. 06-09, Career and Organizational Studies (Revised Program)

Dr. Hawkins and Dr. Hogan presented the proposal and answered questions of the council.

Dr. Carwell moved and Dr. French seconded the motion to approve the proposal. The motion passed unanimously.

The proposal (**See Attachment A**) was approved, *effective Fall 2006*.

4. 06-10, FCS 4440, Undergraduate Research (New Course)

Ms. Dilworth presented the proposal and answered questions of the council. The council members requested a revision to the course prerequisite.

Dr. Carwell moved and Dr. French seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with one revision, was approved, *effective Fall 2006*.

FCS 4440. Undergraduate Research. (Arr.-Arr.-1-3). On Demand. Undergrad Res.

This course provides the opportunity for undergraduate students to perform individualized laboratory or theoretical research in collaboration with a faculty member. Prerequisite: Cumulative GPA of 2.50; **at least** junior status and permission of supervising faculty member. May be repeated for a maximum of 6 credits. WA

5. 06-11, INT 3073, Programmable Logic Controllers (New Course)

Dr. Guccione and Dr. Wahby presented the proposal and answered questions of the council.

Dr. Roszkowski moved and Dr. Bower seconded the motion to approve the proposal. The motion passed unanimously.

The proposal was approved, *effective Spring 2007*, pending course fee approval by the President's Council.

INT 3073. Programmable Logic Controllers. (2-2-3) S. PLCs. Introduction to programmable logic controllers (PLCs) through its operation, programming, and uses in the control of production, manufacturing, industrial, and other processes. Prerequisite: INT 2324 Electronic Control Systems.

6. 06-12, INT 4000, Undergraduate Research (New Course)

Dr. Age and Dr. Wahby presented the proposal and answered questions of the council. The council members requested a revision to the course prerequisite.

Dr. Dietz moved and Dr. Bower seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with one revision, was approved, *effective Fall 2006*.

INT 4000. Undergraduate Research. (Arr.-Arr.-1-6) On Demand. Research Undergd. This course provides the opportunity for undergraduate students to perform individualized applied laboratory and/or theoretical research under the supervision of a faculty member. A written report is required. Prerequisite: Cumulative GPA of 2.50; **at least** junior status, permission of instructor and department chair permission. May be repeated for a maximum of 6 credits.

7. 06-13, INT 4353, Print and Digital Media Production (Revised Course)

Dr. Age and Dr. Wahby presented the proposal and answered questions of the council. The council members requested a comma be added to the course prerequisite.

Dr. French moved and Dietz seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with one revision, was approved, *effective Fall 2006*. This course will replace INT 3353 which will be deleted.

INT 4353. Print and Digital Media Production (1-4-3) F, S. Print Media Prod. Students will focus on production management for digital print and web page layout, magazine and brochure layout, editing and proofing, digital inkjet printing, offset and screen printing processes. Prerequisite: INT 1363 and INT 3343, or permission of instructor.

8. 06-14, Industrial Technology, Automation and Control Concentration (Revised Concentration)

Dr. Guccione and Dr. Wahby presented the proposal and answered questions of the council.

Ms. Dilworth moved and Dr. French seconded the motion to approve the proposal. The motion passed unanimously.

The proposal (**See Attachment B**) was approved, *effective Fall 2006*.

VI. Other Business

1. Discuss tabling agenda item 05-55, Grade Appeals, indefinitely; adding review of IGP 45: Grade Appeals

The CAA/CGS Executive Committees held a joint meeting on January 23, 2006 to discuss agenda item 05-55, Grade Appeals, and the current grade appeals policy (IGP 45). As a result of discussion at that meeting, Provost Lord and Dean Augustine suggested that the CAA/CGS executive officers (Dr. Debra Reid, CAA Chair; Dr. Shelley French, CAA Vice-Chair; Dr. Melanie Burns, CGS Chair; and Dr. Eric Hake, CGS Vice-Chair) meet to review the Internal Governing Policy, discuss whether revisions should be made to it and then make a recommendation to their councils.

Today, Dr. Reid reported that the Ad Hoc committee consisting of the CAA and CGS executive officers met on Monday, January 30, 2006. She said that the group drafted something and sent it to Provost Lord and Dean Augustine. At this time, she explained, there is nothing official to bring to the council.

The council held a discussion. Dr. Reid recommended that CAA table agenda item 05-55, Grade Appeals, and review the existing internal governing policy.

Ms. Dilworth moved and Dr. French seconded the motion to table agenda item 05-55, Grade Appeals, and complete a comprehensive review of Internal Governing Policy 45, Grade Appeals.

The motion passed unanimously.

Dr. Dietz moved and Ms. Dilworth seconded the motion to form a committee to complete a comprehensive review of Internal Governing Policy 45, Grade Appeals.

The motion passed unanimously.

Dr. Bower, Ms. Frederick, and Dr. Roszkowski agreed to serve on the committee. Dr. Reid will contact CGS to request a representative(s) from that council.

VII. Pending:

1. Appointment of a General Education Review Committee.
To prepare for the next General Education review, Dr. Reid indicated that she would like to hold a discussion amongst the council members at next week's meeting. She would like to discuss General Education in general and follow-up on discussions held last December about what should or should not be part of General Education. In addition, if necessary, form a General Education Review Committee.

2. Course Proposal Format Committee

Dr. Reid explained that CGS, at its February 7, 2006 meeting, will select a representative to serve on the Course Proposal Format Committee.

The next meeting will be held Thursday, February 9, 2006.

The meeting adjourned at 3:35 p.m.

--Minutes prepared by Janet Fopay, Recording Secretary

The current agenda and all CAA council minutes are available on the web at <http://www.eiu.edu/~eiucaa/>. In addition, an electronic course library is available at <http://www.edu.edu/~eiucaa/elibrary/>.

The CAA minutes, agendas, and summaries of CAA actions are distributed via a listserv, caa-list. To subscribe, go to the following web site: <http://lists.eiu.edu/mailman/listinfo/caa-list>. Locate the section "Subscribing to caa-list" and enter your email address and create a password. Next, click on the subscribe box. An email will be sent to you requesting confirmation. Once confirmation is received, your request will be held for approval by the list administrator. You will be notified of the administrator's decision by email.

***** ANNOUNCEMENT OF NEXT MEETING *****

Thursday, February 9, 2006

Conference Room 4440 – Booth Library @ 2:00 p.m.

Agenda

1. 06-07, General Education Faculty Survey on Critical Thinking
2. 06-15, PLS 3233, International Terrorism (New Course)
3. 06-16, Political Science (Revised Major)
4. 06-17, Political Science with International Studies Option (Revised Option)

Approved Executive Actions:

None.

Pending Executive Actions:

LCBAS

Effective Spring 2006

1. Designate MAR 4100.02 (Special Topics in Marketing: Seminar in Marketing Services) as writing-intensive.

LCBAS

Effective Summer 2006

1. Revise the course prerequisite for ACC 3300.

ACC 3300. Management and Cost Accounting. (3-0-3) F, S. The role of management and cost accounting data in organizations will be explored. Course has in-depth coverage of cost accounting for financial reporting and managerial decision making. Includes job-order costing, process costing, activity-based costing, cost allocations, standard costing, and absorption and variable costing. Prerequisites: ~~MAT 2110G and MAT 2120G~~, each with a grade of C or better; admission to School of Business or permission of the Associate Chair, School of Business. (Students are strongly advised to take ACC 3200 and ACC 3300 concurrently.)

LCBAS**Effective Fall 2006**

1. Change the course title and credit for FCS 2234.

FCS 2234. Principles of Clothing Construction. Clothing and Soft Goods Construction. (0-6-3) (1-4-3) F, S. A study of basic principles of clothing construction processes.

CEPS**Effective Fall 2006**

1. Revise the course prerequisites for ELE 3820.

ELE 3820. Developmental Reading in the Elementary School. (3-0-3) The instructional program in reading from kindergarten through grade six; goals, methods, and materials with emphasis on basal reader approaches. Field-based activities will be provided in conjunction with ELE 3000. Prerequisites: ~~Concurrent enrollment in ELE 3000 and ELE 3350, or MLE 3110, or permission of department chair.~~ **Concurrent enrollment in ELE 3000 and ELE 3350; MLE 3110 and MLE 4000; or permission of department chair.**

2. Change the course prerequisites for ELE 3281.

ELE 3281. Developmental Reading in Early Childhood. (3-0-3) F, S. Strategies and materials for teaching reading in preschool and primary grades. Emphasis placed on emergent literacy, diagnostic procedures, individualization, evaluation, and reading interests. Field based activities will be provided in conjunction with ELE 4000. Prerequisites: ~~ELE 3250 or concurrent enrollment therein.~~ **Concurrent enrollment in ELE 3250 and ELE 4000, or permission of department chair.**

3. Amend the course prerequisites for MLE 4280.

MLE 4280. Teaching Reading in the Middle/Secondary School. (3-0-3) S. Techniques for providing appropriate reading instruction in proper sequence for students in grades six through 12. Prerequisite: ~~MLE 3110 or equivalent or permission of department chair. Concurrent enrollment with MLE 3150 and 4760 is preferred.~~ **ELE 3280 for General and Middle School Options; or permission of department chair. Concurrent enrollment in MLE 3150 and 4760 is preferred.**

4. Modify the course prerequisites for ELE 4880.

ELE 4880. Diagnostic-Prescriptive Reading Instruction. (3-0-3) Diagnostic procedures and materials in reading for teachers in self-contained and departmentalized classrooms from kindergarten through junior high/middle school. Field-based experiences. Prerequisites: ELE 3281 for Early Childhood Option; ELE 3280 for General and Middle School options; concurrent enrollment in ELE 3290 and 3340, or permission of department chairperson. **ELE 3281 for Early Childhood Option; ELE 3280 for General and Middle School Options; or permission of department chair.**

Study Abroad**Effective Fall 2006**

1. Delete EIU 3970, Study Abroad.

~~**EIU 3970 Study Abroad. (Arr. Arr. 1-15)** This is not a course. This entry refers to study abroad courses offered by academic departments at EIU through the School of Adult and Continuing Education during either the fall or spring semester or the summer term. Credit varies, with 15 semester hours being the maximum credit that can be earned. For details and information about courses and programs currently available, consult the chairperson of the department of interest, the School of Adult and Continuing Education, or the Office of International Programs.~~

2. Change the course credit and course description for STA 3960.

STA 3960 – Study Abroad: EIU Exchange Program.

~~(Arr.-Arr.-1-18)~~ **(Arr.-Arr.-1-16)** Enrollment in an **international** partner exchange program ~~abroad~~. Students pay tuition to EIU. Approval from the Office of Study Abroad is required.

~~Credits: 1 to 18~~ **Credits: 1 to 16**

Grading Methods: ABC (default), C/NC

Repeat Information: May be repeated, no limit

Restriction(s): Open to all

Prerequisite(s): None

Co-requisite(s): None

Equivalent EIU Course(s): None

Authority to waive prerequisite: Instructor, Director of Study Abroad

3. Revise the course credit and course description for STA 3961.

STA 3961 – Study Abroad: EIU One-Way Program.

~~(Arr.-Arr.-1-18)~~ **(Arr.-Arr.-1-16)** Enrollment in an **international** partner institution abroad or in a non-partner institution via a partner third-party company or organization one-way program. Approval from the Office of Study Abroad is required.

~~Credits: 1 to 18~~ **Credits: 1 to 16**

Grading Methods: ABC (default), C/NC

Repeat Information: May be repeated, no limit

Restriction(s): Open to all

Prerequisite(s): None

Co-requisite(s): None

Equivalent EIU Course(s): None

Authority to waive prerequisite: Instructor, Director of Study Abroad

4. Modify the course credit and course description for STA 3962.

STA 3962 – Study Abroad: Non-EIU Program.

~~(Arr.-Arr.-1-18)~~ **(Arr.-Arr.-1-16)** Enrollment in an **international** non-EIU program until transfer credit is earned. A Petition for Program Approval and authorization from the Office of Study Abroad is required.

~~Credits: 1-18~~ **Credits: 1 to 16**

Grading Methods: None, placeholder course (will be replaced with transfer credit)

Repeat Information: May be repeated, no limit

Restriction(s): Open to all

Prerequisite(s): None

Co-requisite(s): None

Equivalent EIU Course(s): None

Authority to waive prerequisite: Instructor, Director of Study Abroad

5. Change the course credit and course description for STA 3970.

STA 3970 – Study Abroad: Faculty-Led-Program.

~~(Arr.-Arr.-1-6)~~ **(Arr.-Arr.-1-16)** Enrollment in a ~~travel course led by an EIU faculty member~~ **faculty-led study abroad program**. Consists of a mix of lectures, exercises, excursions, and group time. Approval from the Office of Study Abroad is required.

~~Credits: 1-6~~ **Credits: 1-16**

Grading Methods: ABC (default), C/NC, AU

Repeat Information: May be repeated, no limit

Restriction(s): Open to all

Prerequisite(s): None

Co-requisite(s): None

Equivalent EIU Course(s): None

Authority to waive prerequisite: Instructor, Director of Study Abroad

6. Amend the course credit and course description for STA 3990.

STA 3990 –Study Abroad: Honors-College.

~~(Arr.-Arr.-1-18)~~ **(Arr.-Arr.-1-16)** Enrollment of Honors College students in an Honors-specific study abroad ~~course of program with criteria specifically designed for Honors students~~. Approval from the Office of Study Abroad is required.

~~Credits: 1-18~~ **Credits: 1 to 16**

Grading Methods: ABC (default), C/NC

Repeat Information: May be repeated, no limit

Restriction(s): Open only to Honors College Students

Prerequisite(s): None

Co-requisite(s): None

Equivalent EIU Course(s): None

Authority to waive prerequisite: Instructor, Director of Study Abroad

7. Revise the course credit and course description for STA 4275.

STA 4275 – Study Abroad: Internship.

~~(Arr.-Arr.-1-6)~~ **(Arr.-Arr.-1-16)** Enrollment in an ~~study abroad or other international~~ **international** internship **program** for credit. Approval from the Office of Study Abroad is required.

~~Credits: 1-6~~ **Credits: 1 to 16**

Grading Methods: C/NC (default), ABC

Repeat Information: May be repeated, no limit

Restriction(s): Open to all

Prerequisite(s): None

Co-requisite(s): None

Equivalent EIU Course(s): None

Authority to waive prerequisite: Instructor, Director of Study Abroad

Attachment A**Career & Organizational Studies**

(BS)

The Career and Organizational Studies Program offers a bachelor of science degree with a major in Career and Organizational Studies. This program is designed specifically for adults with significant employment experience and allows them to pursue a bachelor's degree on a part-time basis. Academic credit for college level learning from prior occupational experiences is available through preparation and assessment of a portfolio.**

General Requirements

- Humanities and Fine Arts. Credits: 9
- Language. Credits: 9
- Mathematics. Credits: 3
- Scientific Awareness. Credits: 7
- Senior Seminar. Credits: 3
- Social and Behavioral Sciences. Credits: 9

Major

Major Requirements

- Technical Specialization. Credits: 20
- Prior Occupational Learning. Credits: 1-30
(see footnote *)
- ~~COS 4810 - Principles of Career Development. Credits: 3~~
- ~~COS 4820 - Sociotechnical Design. Credits: 3~~
- COS 4830 - Organizational Perspectives: Past, Present and Future. Credits: 3
- **COS 4835 – Supervision in Organizations. Credit: 3**
- **COS 4840 – Training Program Development. Credits: 3**

Electives

- COS 4275 - Career & Organizational Studies Internship. Credits: 1 to 15
- COS 4300 - Special Study in Career & Organizational Studies. Credits: 3

Areas of Concentration

Students may also select an area of concentration consisting of courses taken in addition to the General Requirements and Major Requirements. Each concentration is planned to supplement the student's professional goals or personal interests and must be done in consultation with the student's advisor. The two areas of concentration and the recommended electives for each are as follows:

Training/Development Concentration

Nine semester hours from the following list of courses. Courses must be taken from at least two different departments.

(* 3 semester hour limit)

- COS 4275 - Career & Organizational Studies Internship. Credits: 1 to 15 (See above *)
- COS 4300 - Special Study in Career & Organizational Studies. Credits: 3 (See above *)

- COS 4800 - Strategies and Processes of Teaching and Training. Credits: 3
- COS 4840 - Training Program Development. Credits: 3
- COS 4850 - Special Topics in Career & Organizational Studies. Credits: 1 to 3 (See above *)
- EDF 4750 - Introduction to Adult Education. Credits: 3
- ENG 4760 - Studies in Professional Writing Credits: 3
- SED 4751 - Strategies of Adult Instruction. Credits: 3

Supervision/Leadership Concentration

Nine semester hours from the following list of courses. Courses must be taken from at least two different departments.

(* 3 semester hour limit)

- BUS 3010 - Management and Organizational Behavior. Credits: 3
- CMN 3300 - Interviewing. Credits: 3
- ~~COS 3500 - Supervision. Credits: 3~~
- COS 4300 - Special Study in Career & Organizational Studies. Credits: 3 (See above *)
- COS 4850 - Special Topics in Career & Organizational Studies. Credits: 1 to 3 (See above *)
- INT 4943 - Manufacturing Management. Credits: 3
- PSY 3530 - Industrial/Organizational Psychology. Credits: 3
- SOC 2840 - Racial and Cultural Minorities. Credits: 3

Footnotes:

* Credit may be granted via Career and Organizational Studies 3200 or other course numbers within the particular academic department via preparation and submission of a portfolio which explicitly describes college-level learning based on prior occupational experiences.

** Of the 120 semester hours required to complete the degree, at least 25 sem. hrs. of courses from EIU must be included.

Attachment B**Industrial Technology**
-----**Automation and Control Technical Concentration**

A minimum of 15 semester hours of course work may include study in the areas of digital electronics, semiconductor circuits, microprocessor electronics, robotics, and industrial electronics. **A minimum of 15 hours of course work may include study in the areas of programmable logic controllers, robotics with human machine interfacing, automated control through sequentiation and regulation, automatic ID, computerized interfacing and data acquisition, and industrial-based routing and switching telecommunications.**

- ~~INT 2184 - Electronic Circuits and Semiconductor Concepts. Credits: 4~~
- INT 2523 - Routing and Switching Fundamentals. Credits: 3
- **INT 3073 - Programmable Logic Controllers. Credits: 3**
- INT 3103 - Robots and Control Systems. Credits: 3
- INT 3153 - Advanced Routing and Switching. Credits: 3
- ~~INT 3183 - Digital Logic and Data Communications. Credits: 3~~
- INT 4183 - Microcomputer Interfacing and Data Acquisition. Credits: 3
- INT 4274 - Automation and Control Systems. Credits: 4
- **INT 4833 - Automatic Identification and Data Capture Credits: 3**
- ~~PHY 3270 - Introduction to Circuit Analysis. Credits: 4~~
- ~~PHY 3350 - Introduction to Solid State Physics. Credits: 3~~